Sachi A. Hamai, Executive Officer-
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

At its meeting held July 22, 2008, the Board took the following action:

27-A

Supervisor Burke made the following statement:

"The County makes a significant financial investment in employing and training over a thousand student workers. In June of 2007, the Board unanimously approved an allocation of $150,000 to the Department of Human Resources for the creation of a Student Worker Coordinator Position. The intent behind the position was to have a coordinator responsible for enhancing the experience of the student workers, by assisting eligible students with the opportunity to obtain vital on the job experience while encouraging them to complete their educational goals.

"Student workers are placed in a variety of County Departments, regardless of their academic or professional interests and are not necessarily exposed to the broad range of available County career opportunities that could lead them on a path to permanency. As stated in my motion on June 18, 2007, a Student Worker Coordinator would 'facilitate networking events, professional development seminars and other positive initiatives to increase retention of these employees with the County.'

"On September 7, 2007 a memo to the Board from the Chief Executive Officer confirmed that the funding transfer had been completed and that an analyst would assume the Student Worker Coordinator Position within the month. However, my assessment indicates that the intended programmatic objectives have not been implemented.

"Upon further consideration, a coordinated partnership with the Chief Executive Office may be useful to ensure that these objectives are carried out. While the Department of Human Resources will continue to be accountable for personnel matters, the Divisions of Workplace Programs and Employee Relations can offer guidance and expertise in executing the workplace enhancement component of the Student Worker Program."

27-A (Continued)

Therefore, Supervisor Burke made a motion to instruct the Chief Executive Officer to take the following actions:

1. In coordination with the Director of Personnel, to report back to the Board within 30 days with a program proposal, including, but not limited to:

    - A program manual;

    - A policy definition of a "student worker";

    - A mechanism for ensuring that all Student Workers receive a baseline of extra-curricular enhancement opportunities;

    - A proposal for activities that might include new employee orientation, seminars, workshops, and a mentoring program;

    - Feasibility of partnerships for career development with local universities, the County's Learning Academy and/or the Management Council, including the establishment of a Certification Program;

    - Outreach strategy to inform employees of the Student Worker Program, including the development of a website and/or brochure;

    - Protocol for addressing Student Worker questions and concerns;

    - Budget and Staffing descriptions; and

    - Proposed long term strategy to track and assess the retention levels of Student Workers; and

2. Report back to the Board on a quarterly basis for the first year with a progress report on the implementation of the program, and annual reports thereafter.

27-A (Continued)

Supervisor Molina made a suggestion that Supervisor Burke's motion be amended to add to the 30-day report back: the number of student workers in the Departments; the number of years that the student workers have been working; as well as what the Board's policy guidelines are with regard to student workers in comparison to the implementation by the Departments. Supervisor Burke accepted Supervisor Molina's amendment.

Supervisor Burke's motion, as amended, seconded by Supervisor Molina, was unanimously carried.

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    Chief Executive Officer
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